



## ***Notice to Liquor License Applicants***

### **You May Be Eligible for a Temporary Pre-Approval Permit**

The Washington State Liquor Control Board offers a temporary pre-approval permit. If you qualify, this temporary permit could reduce your waiting time by allowing you to sell alcohol during the time Liquor Control Board staff completes the processing of your liquor license application. **This permit does not allow added activities such as live music, dancing, karaoke, or outside service to take place during the temporary term (this does not apply to the Nightclub License).**

A temporary pre-approval permit is only a conditional approval pending final processing and approval of a permanent liquor license by the Liquor Control Board. You should not assume or rely on the granting of a liquor license following the processing of your application.

#### **Requirements for issuance of a temporary permit:**

- ☐ Return a signed Temporary Pre-Approval Permit Acknowledgment form.
- ☐ The Liquor Control Board must have received your liquor license fee from the Department of Licensing. The charge for the time you operate on this permit will be taken from this fee when the Liquor Control Board approves the issuance of a permanent license.
- ☐ You must have received the list of documents required to complete your application, which will be sent to you by your Liquor License Investigator. This list will let you know what documents will be required to issue your permanent liquor license.
- ☐ All principals must have cleared a criminal history background check. Your Liquor License Investigator will tell you who must submit a Personal/Criminal History Statement.
- ☐ The Liquor Control Board must have received notice from your city or county local official and from any school, church, or public institution within 500 feet of your premises indicating they do not object to your license, or the 20/60-day time limit must have passed with no objection.
- ☐ Public posting period of 14 days must have passed by.
- ☐ Inventory or Food Service Acknowledgment forms must be submitted.
- ☐ There cannot be any pending liquor violations against you or any of the principals of the applying entity.
- ☐ A significant liquor violation history against you or any principals may be grounds for the Liquor Control Board to not issue a temporary permit.
- ☐ Complete the online briefing on liquor laws and rules at:  
[http://www.liq.wa.gov/enforcement/licensee\\_briefing/default.aspx](http://www.liq.wa.gov/enforcement/licensee_briefing/default.aspx)
- ☐ Your Liquor License Investigator will let you know if you need to submit a floor plan or operating plan. If so, the floor plan or operating plan must be received and approved.
- ☐ Your local Liquor Enforcement Officer must complete an inspection of your business if stated as required on the Request for Documents sent to you by your investigator.

#### **HOW TO APPLY FOR A TEMPORARY PRE-APPROVAL PERMIT**

If you would like to apply for this permit, please sign the enclosed acknowledgment form and return it to your Liquor License Investigator. You must contact your investigator to request issuance of the permit.



## Temporary Pre-Approval Permit Acknowledgment Form

I am applying for a Temporary Pre-approval Permit (TPP) from the Washington State Liquor Control Board. In applying for this permit, **I acknowledge the following on behalf of myself and any other principals of the liquor license application:**

- I understand that issuance of this temporary permit is only a conditional approval pending final processing and approval of a permanent liquor license by the Liquor Control Board. I understand that **I cannot assume or rely on the granting of a permanent liquor license following the Liquor Control Board's processing of my application.**
- I understand that **if the Liquor Control Board denies my permanent liquor license that I must immediately cease selling alcohol under the temporary permit.** I further understand that I may not be able to return my alcohol stock to the beer/wine distributor or to the liquor store. Reasons for denial include, but are not limited to: failure to meet basic licensing requirements, objection from the local authority; objection from a church, school, or other public institution within 500 feet of the premises; questionable source of funds; indicators of hidden ownership; conviction of a felony of any type; conviction of gross or simple misdemeanor involving liquor or drugs; or a series of violations that show a disregard for liquor laws and regulations.
- I understand that I will **operate under this temporary permit solely at my own risk**, regardless of the time it takes to process the liquor license application. Risks may include, but are not limited to, funds expended or dedicated for costs related to leasing, equipment, insurance, etc.
- I understand that I am subject to the authority and powers of the Liquor Control Board while holding this temporary permit.
- I understand that **any violations of liquor laws or rules that occur during the time I hold this temporary permit will be recorded on the liquor violation history** of all principals of this application and may affect the Liquor Control Board's approval of my permanent license or cause the TPP to be revoked. I understand that such violations will be considered in the assessment of a penalty if any future violations are committed during the temporary permit period or after issuance of my permanent liquor license, under the provisions of chapter 314-29 WAC.
- I understand that, if I or any principal or employee sells, serves, or permits the consumption of alcohol at my business after this temporary permit has expired but before final approval of my permanent liquor license, I am in violation of state law that prohibits selling alcohol without a liquor license.

**NOTE: Issuance of this permit is not automatic upon receipt of this signed form. You must contact your Liquor License Investigator to request issuance of this permit.**

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Signature of Applicant (Sole Proprietor, Partner, Officer LLC Member/Manager)

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Date

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Print Name

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Title